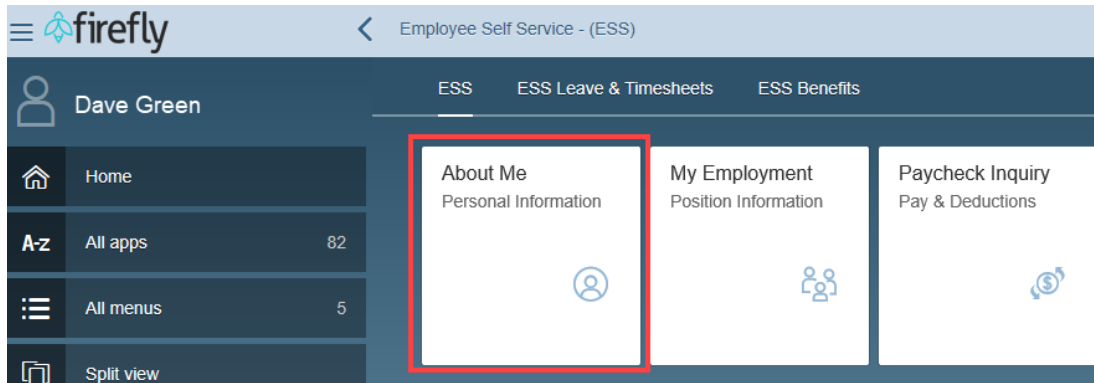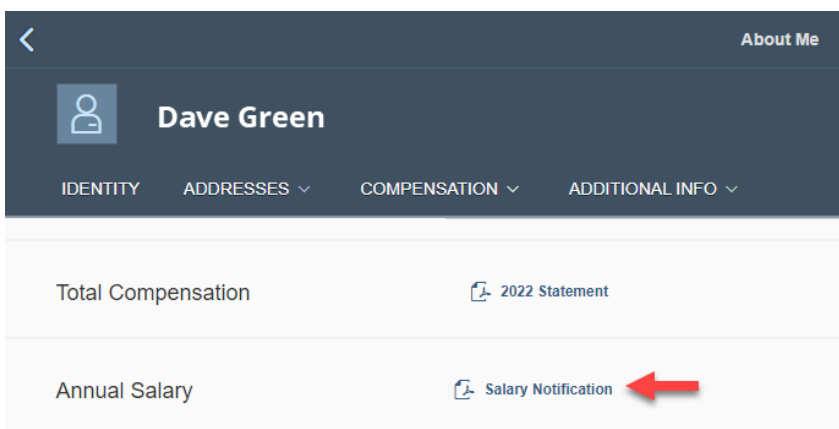## Annual salary notifications now available

Employee annual salary notifications are now available in Firefly. To access the salary notification in Firefly, click the **Employee Self Service** tile, then **About Me** tile.

Scroll down to Compensation and click on **Salary Notification**.

The salary notification will open in PDF format. Save the PDF and/or print by clicking on **Download to Print** at the bottom right of the screen.

This *Annual Salary Notification* link will remain in ESS until the following year and only the current year's notification will be accessible. Request assistance from a campus help desk for any issues within Firefly or opening the PDF file. Contact your supervisor if you have salary questions.

*Not every employee at the University will receive a salary notification via Employee Self Service (ESS). Employees who do not receive a notification will see the following message, "*Annual salary notification not available. Please contact your supervisor.*"